<u>SUMMARY OF HOW TO SCHEDULE CONFERENCES WITH NCVIP SITES:</u>

1. The ITS Video Network Services IP Video sites are identified in the VNS Web scheduler by NCVIP at the end of their name.
2. The first page of the scheduling template is the same.
3. The second or "Next" page of the VNS Web Scheduler has the features relating to the NCVIP sites.
4. The following typical choices will be made to schedule a videoconference:
    a. Setup Time: Required in the VNS Web Scheduler. Choose from drop down range of minimum to maximum setup time. Automatic two-minute tear down time set on each conference.
    b. Mode: Voice Activated or Broadcast Lecturer
    c. Video Alg.: Auto
    d. Dual Stream: None until further notice.
    e. CP Layout (split screens): either none or one of the choices presented when you access the continuous presence or CP Layout menu.
    f. Bridge: Always leave on auto select unless otherwise instructed by VNS technicians.
    g. Speed selection already made. No need to check "Use same speed for all participants."
    h. If needed select whether a participant will connect by BellSouth Dial (dial out or auto) OR Customer Dial (Dial In). Customer Dial will mean the site uses their directory or speed dialer entry for NCVIP to connect.
5. First Note section information is included on the email notification report.
6. If all of your choices are made, click on the Schedule button in the lower right corner of your screen. YOU DO NOT NEED TO SAVE TEMPLATE BEFORE CLICKING SCHEDULE.
7. For conferences involving MCNC MCU 1 (NCVIP), MCNC MCU 2 (NCVIP), or MCNC MCU 3 (NCVIP) see document, "Scheduling with the NCREN Network."